



## CHIEF STRUCTURAL PLANS EXAMINER

Job Code: 3140

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

### NATURE OF WORK

Highly responsible, advanced technical, supervisory, and administrative work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department.

Work involves approving or disapproving construction plans and specifications prior to issuing building permits. Work includes field and office duties.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Performs detailed structural and building plan reviews including loads analysis, computation of structural capacities, evaluation of handicap requirements, layout, material, construction methods, general design and specifications
- Reviews roofing permits, analyzing and reviewing the engineering, and evaluating the required documentation
- Reviews construction plans for elevators and issues permits
- Approves or rejects plans, blueprints, specifications, and materials lists based on compliance with applicable building regulations and good building and construction practices and issues licenses accordingly
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- Administers the City's Board Up program which includes coordination with contractors and the inspection of failed or suspected soon-to-fail or fire damaged buildings
- Requests vacation and/or demolition of any building or structure declared unsafe
- Interprets and explains regulations and standards and disseminates technical advice to interested parties including subordinates, other sections and agencies, and the public
- Conducts or assigns mechanical, building, and emergency technical field inspections as needed
- Investigates and resolves complaints
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Prepares and maintains reports, records, and correspondence concerning building enforcement and inspection activities
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures
- Thorough knowledge of general building design and construction
- Thorough knowledge of good construction practices
- Considerable knowledge of City and departmental rules, regulations, procedures, and policies. Knowledge of effective practices in planning, scheduling, assigning, directing, coordinating, and evaluating the functions of the section
- Knowledge of air conditioning, electrical, plumbing, and other phases of building construction
- Ability to supervise, instruct, and evaluate subordinates
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, apply, explain, and interpret regulations

- Ability to make highly technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to communicate effectively both verbally and in writing
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to testify effectively in court and before related boards
- Ability to research data and original legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately

## MINIMUM REQUIREMENTS

- Minimum qualifications shall reflect the requirements of the South Florida Building Code, currently:
  - Registered professional engineer licensed in State of Florida
  - Five (5) years of working experience under respective license
  - Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl and climb over construction sites and within buildings
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

## SUPERVISION RECEIVED

- General and specific assignments are received from the Director
- Work is performed with wide latitude for the use of independent judgment
- Work is reviewed on a frequent basis and evaluated through verbal and written reports

## SUPERVISION EXERCISED

- Assigns and directs work of structural engineers
- May direct work of clerical assistants